

EP-C-17-015
SOL-CI-15-00041

Attachment 3

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REPORTS OF WORK

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I. Monthly Progress Report

The Contractor shall furnish electronic copies of a combined monthly technical and financial progress report stating the progress made, including the percentage of work ordered and completed during the reporting period. Specific discussions shall include difficulties encountered and remedial action taken during the reporting period and anticipated activity during the subsequent reporting period. In addition, the report shall specify contract financial status as follows:

A. For term contracts, provide:

1. Cumulative totals for the contract amounts obligated, amounts claimed, and remaining available funds. Available funds are defined as the total obligated amount less total funds claimed.
2. Cumulative labor hours and dollars, broken out by prime contractor and subcontractor labor category, expended from the effective date of the contract through the last day of the current reporting month. Actual costs and direct labor hours expended during the current reporting month.
3. Estimated costs and direct labor hours to be expended during the next reporting period.
4. Actual costs and direct labor hours incurred for each task order issued and estimates of costs and man-hours required to complete each work assignment.

B. For completion form contracts, provide:

1. a graph using a vertical axis for dollars
2. a graph using a horizontal axis for time increments that shows the actual and projected rate of expenditures against the total estimated cost of the contract.

C. This submission does not change the notification requirements of the "Limitation of Cost" or "Limitation of Funds" clauses requiring separate written notice to the Contracting Officer.

D. The electronic reports shall be submitted to the following addressees on or before the fifteenth of each month following the first complete calendar month of the contract. Distribute reports as follows:

No. of Copies

Addressee

II. Final Report for Each Task Order

The specific final report requirements will be included in each task order and, unless stated otherwise in the task order, the format cited below will be used.

The Contractor shall revise all final drafts, both scientifically and technically, by incorporating changes, as well as correcting any technical errors uncovered in the Contractor's technical editing of the corrected report.

The Contractor shall then deliver a clean, typewritten*, reproducible master copy of the revised report/document along with three copies, or whatever number is requested in the task order, to the appropriate Task Order COR. An electronic copy should be sent separately to the Contract Level COR using the latest version of Microsoft WORD via email transmission containing the final, clean version of the report/document.

All figures, photographs and other graphic display items shall be delivered in reproducible, camera-ready copy according to the guidelines set forth in the Handbook for Preparing ORD Reports (EPA 600/9-83-006, October 1989) and the NCEA Instruction Manual for Contractors (October 1991). To obtain a copy of the Handbook for Preparing ORD Reports, contact the ORD Publications, Cincinnati, Ohio 45268

As needed for peer review purposes, copies or reprints of all identified literature (including both articles referenced and relevant articles considered but not referenced) shall be delivered to the EPA TOCOR along with two copies of the draft of the report. Two copies of each referenced article must arrive in standard size, brown file folders with typed labels indicating the first author's name, the year published and the first significant words of the title. A listing of all literature data bases surveyed (with years searched) along with copies of the search shall be provided to the EPA TOCOR at the time of submission of the first draft of any report/document/project.

*Electronic documents may be acceptable based on the task request.

Confidential Business Information Reports

As directed in Task Orders, the contractor shall prepare the following number of CBI reports:

<u>No. of Copies</u>	<u>Addressee</u>
1	CL COR
1	Task Order COR

The Environmental Protection Agency shall authorize the contractor to access information which has been submitted to EPA under various sections of the National

Environmental Policy Act (NEPA), the Clean Air Act (CAA), the Clean Water Act (CWA), the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), and the Toxic Substances Control Act (TSCA). Some of the information may be determined to be Confidential Business Information (CBI). Relevant information needed from the FIFRA and TSCA files are: Environmental fate and transport processes, site-specific measurements, pharmacokinetics, other reproductive effects, aquatic toxicity, existing guidelines and standards, risk assessment, and reportable quantities. The additional information collected from the CBI files serves to complete the literature search of a selected compound.

CBI reports are required when there is existing information in the CBI file on a selected compound. The individual task orders shall indicate when CBI reports are required, and when they are due. New chemical substance such as those not listed on the TSCA inventory of chemical substances are evaluated by EPA under Section 5 of TSCA. Existing chemical substances such as those listed on the TSCA inventory are evaluated by the Agency under Sections 4, 6, 7, and 9 of TSCA.

See EPAAR Clause 1552.235-71 "Treatment of Confidential Business Information" and EPAAR Clause 1552.235-70 "Screening Business Information for Claims of Confidentiality".

III. Submission of Workplans

The Contractor shall submit for each task order, a workplan for completing the task order on time and within budget. This workplan will be reviewed by the TOCOR and the CL-COR, and approved by the Contracting Officer prior to the approval of the task order.